



REQUEST FOR PROPOSAL

Insurance Broker

Green River Regional Educational Cooperative (GRREC)

Released: March 21, 2016

Opening: April 15, 2016 at 1:00 p.m. (Central)

All questions must be written and submitted to Shea Rogers at

Shea.Rogers@grrec.org

All responses will be public knowledge.

Please place "Insurance Proposal" in the subject line

Green River Regional Education Cooperative (GRREC) will receive proposals until the time and date shown on the cover page. Delays in delivery cannot be waived, regardless of the cause. Mail or deliver proposal to:

Green River Regional Educational Cooperative (GRREC)
ATTN: Shea Rogers
230 Technology Way
Bowling Green, KY 42101

Proposals should be marked on the outside in the lower left hand corner as follows: **"Proposal - Insurance Broker" - To Be Opened Only By Addressee**

Proposals will not be publicly opened or read and will not be available for public review until all deliberations are concluded and contracts awarded.

Scope of Proposal/Specifications

GRREC requests proposals from qualified insurance brokers licensed to do business in the Commonwealth of Kentucky to assist GRREC with marketing, placement and servicing of their property, casualty and workers' compensation insurance policies for 2016-2017.

GRREC intends to contract for insurance brokerage services including, but not limited to, brokerage and insurance marketing, account management, and risk management support services.

The contract will be for two years with the option of renewal for up to three (3) additional one-year terms on a year-to-year basis at the mutual agreement of both parties. It is GRREC's intent to select the best apparent qualified agent or company to provide these services.

Procurement Process

The issuance of this Request for Proposal (RFP) constitutes an invitation to submit a proposal to GRREC. GRREC reserves the right to determine, in its sole and absolute discretion, whether any aspect of a submitted proposal in response to this RFP sufficiently meets the criteria established, the right to seek clarification from any broker, the right to negotiate with any broker, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirety, the RFP.

The selected insurance broker will submit all required documentation on behalf of GRREC in order to obtain coverage and premium quotes. The insurance broker agrees to submit GRREC's information to all providers for which the broker is designated as the GRREC's agent of record. The broker will negotiate with underwriters on behalf of GRREC. It will submit either a quote or a declination letter to GRREC from each provider contacted. Failure to do so may result in immediate termination of the agent of record designation and may void any quotes the broker has already received and/or submitted, thereby giving an opportunity for the newly designated agent of record to obtain a quote.

After insurance is obtained, the broker will issue certificates of insurance, auto identification cards and other program documents as required. The broker will process endorsements and other program changes as required or as requested by GRREC.

General Information

The cost of preparing responses to the RFP will not be allowable as direct or indirect charges under any resulting contract. GRREC reserves the right to refuse or reject any or all proposals submitted under the RFP. GRREC shall be free to accept whichever proposal it deems most advantageous.

None of the statements contained herein shall be construed to be a warranty or representation; GRREC, its officials, employees, agents and consultants shall not be liable to any persons for any statements herein.

Proposals submitted will be evaluated based on best apparent qualified respondent considering the services needed by GRREC as outlined in the Request for Proposal. GRREC is under no obligation to contact respondent for clarification, but reserves the right to do so.

The responder must insure its proposal to be complete and all required information is furnished including proper signatures, required responses, and other information outlined in the RFP. Failure to do so may result in the disqualification of the responded proposal.

The successful applicant(s) will be required to comply with all state and federal applicable *fair* employment and non-discrimination laws and regulations.

Terms and Conditions

Policy beginning and ending dates will coincide with GRREC's fiscal year which begins on July 1 and ends on June 30.

Either party may terminate the agreement at any time without cause by giving the other party not less than sixty (60) days prior written notice of its intent to terminate.

Adjudication of disputes regarding submittal of proposals or compliance with regulation pertaining thereto shall be under the authority of GRREC.

No Board member, officer, or employee of GRREC shall benefit financially or materially from this agreement except as provided by applicable Kentucky Revised Statutes.

Issuance of this RFP in no way constitutes a commitment by GRREC to award a contract or to pay any costs incurred in the preparation of a response to this request. GRREC will assure its best efforts to provide reasonable and timely resolution to questions of policy or procedures as they may affect this RFP. Broker experience and qualifications are a major factor in the selection process. During the life of the contract, the broker must insure that a qualified agent, licensed in the Commonwealth of Kentucky is in good standing. Additionally, the broker insures experienced personnel service the contract. Broker experience with Kentucky public schools will be a key consideration.

Format and Content of Proposal for Insurance Broker/Agent of Record Services

Proposals shall adhere to the following format:

- Cover page with broker's name, address, and telephone numbers
- Introductory letter from the broker's principal summarizing experience
- Firm's background, history, and staff, premium written by servicing office
- List of risk management services that can be provided to GRREC
- Detail of claims processing procedures
- Responses to Mandatory Response Questions listed on final page

Submit one (1) original and (2) copies of the Proposal.

Submit a cover letter, which includes a summary of the broker's ability to perform the services and enter into a contract with GRREC. The cover letter must be signed by a person having the authority to commit the agency to a contract.

Please answer the Mandatory Response Questions shown on the following page.

Broker Specific Questions

Responses to the following questions are mandatory. You may respond to the questions below (and attach any necessary additional pages) or as part of your proposal. If you choose to respond within your proposal, you must have a section of your proposal clearly identified as **"Mandatory Responses to Questions"** and questions must be numbered and retyped exactly as below.

Your Firm's Name: _____

Preparer's Signature: _____

1. Please list the insurance providers and products you have direct contracts and will be utilizing for this proposal and future needs of GRREC?
2. Please provide a list of all members of your firm who will be involved with the servicing of GRREC's insurance program. For all individuals listed, please provide three customer references (along with contact information) which these individuals have worked with in the past.
3. What additional value-added services do you provide to your clients at no additional charge?
4. Are there other additional services you will provide for additional fees? What are they and what are the additional fees?

Scoring of Proposal

A detailed review of each proposal will be conducted by the evaluation committee. Numerical scores will be assigned to each criteria based upon each respondent's answers to the basic requirements as detailed in this proposal.

Guidelines for the Assignment of Points

Broker Qualifications - Agency knowledge and experience, annual premium volume, list and summary of all involved members on the account.

Services Defined - Who are the providers that your agency has a direct contact with? How will the marketing of the account and claims be handled? Does your agency have an in-house claims department? How will the account be handled once it's under your agencies control?

Evidence of Successful Performance and Implementation - Review of references; specifically, school districts within the GRREC region.

Additional Services – What are the additional services your agency offers as value added.

Single Point(s) of Contact - Who is/are the direct contact(s) with your agency in which GRREC will be in direct communication with.

	Maximum Points to be Assigned	Assigned Points
1. Brokers Qualifications	25	_____
2. Services Defined	25	_____
3. Evidence of Successful Performance and Implementation	25	_____
4. Additional Services	15	_____
5. Point(s) of contact	10	_____
TOTAL POINTS	100	_____

RFP INSURANCE TIMELINE

Date	Activity
March 2, 2016	Permission Requested to conduct an RFP at the GRREC Board Meeting
March 21, 2016	RFP Issued
March 22 – April 14, 2016	Questions Answered
April 15, 2016	Proposals Due
May 4, 2016	Contract Awarded
July 1, 2016	Contract Effective Date

